

# Warren Newport Public Library

## Board of Trustees

### Regular Meeting

February 19, 2019 7:00 PM  
McCullough Room

### AGENDA

- I. Call to order, roll call, and determination of quorum. {<1}
- II. Pledge of Allegiance. {<1}
- III. Reading of the Mission Statement. {<1}
- IV. Public Comments, Correspondence, and Communications.  
INFORMATION {20}
  - a. Public Comments.  
*The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.*
  - b. Written:
    - i. Memoranda from legal counsel, if any.
    - ii. Other.
- V. Resolution 2018/2019-3 to accept the resignation of Kathleen Kettman and declare a library trustee vacancy. ACTION {5}  
MOTION: THAT RESOLUTION 2018/2019-3 TO ACCEPT THE RESIGNATION OF KATHLEEN KETTMAN AND DECLARE A LIBRARY TRUSTEE VACANCY BE APPROVED AS PRESENTED
- VI. Resolution in honor of trustee Kathleen Kettman {5}
- VII. Recess for informal acknowledgement of outgoing Trustee {15}
- VIII. Consent agenda. (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {2}
  - a. Secretary's report. Approval of minutes of Regular Meeting January 15, 2019.
  - b. Reports of Standing Committees. Committee of the Whole Meeting, February 12, 2019

- i. Finance
- ii. Building and Grounds
- iii. Summary, Policy, Personnel, and General
- c. Monthly financial report for December 2018.
- d. Approval of payrolls for January 2019.
- e. Approval of bills payable for December 2018.
- f. Patron suggestions from January 2019.
- g. Approval of Board Policies:
  - i. 2003 Fund Balance
  - ii. 3065 Technology Use by the Public
  - iii. 3070 Food Allergies

**MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.**

- IX. Item(s) removed from consent agenda, if any. ACTION {2}
- X. Appointment of Policy Chair. ACTION {2}
- XI. President's report. INFORMATION {5}
- XII. Reports of other trustees. INFORMATION {5}
- XIII. Executive Director's report for January 2019. INFORMATION {5}
- XIV. Unfinished Business.
  - a. Board Self-Evaluation Update. INFORMATION {5}
  - b. Budget: Capital planning budget review, including LED lighting and an overview of major projects for FY2019-2020. INFORMATION {15}
  - c. Library Bookkeeping. INFORMATION{5}
- XV. New business.
  - a. Adoption of Intergovernmental Agreement between the Village of Gurnee and the Warren-Newport Public Library District to contract for the repair and maintenance of parking lots ACTION {5}

**MOTION: THAT THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF GURNEE AND THE WARREN-NEWPORT PUBLIC LIBRARY DISTRICT TO CONTRACT FOR THE REPAIR AND MAINTENANCE OF PARKING LOTS BE ADOPTED AS PRESENTED.**

- b. Other potentially actionable items: Agenda items March 2019 Regular Meeting. {5}
  - i. Other.
- XVI. Enter into Executive Session to consider the selection of a person to fill a public office [5 ILCS 120/2.(c)(3)]. ACTION {30}  
**RESOLVED, THAT THE BOARD ENTER INTO EXECUTIVE SESSION, ALONG WITH EXECUTIVE DIRECTOR LIVERGOOD, TO CONSIDER THE SELECTION OF A PERSON TO FILL THE VACANCY IN THE OFFICE OF LIBRARY TRUSTEE.**
- XVII. Reconvene Regular Meeting {1}
- XVIII. Public forum. {15}  
*The Board of Trustees allows up to 15 minutes for Public Forum. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.*
- XIX. Announcements. {5}
  - a. By the chair.
    - i. Communications to the public.
    - ii. Upcoming calendar.
      1. Friends of the Library meeting, Thursday, February 28, 2019, 1:00 p.m.
      2. Next Committee of the Whole Meeting: Tuesday, March 5, 2019.
      3. Next Regular Board Meeting: Tuesday, March 19, 2019, 7:00 p.m.
      4. Oakbrook Trustee Workshop 2019, Saturday, March 16, 2019. 8:00 a.m. – 3:30 p.m.
  - b. By other trustees or the director.
- XX. Adjournment. ACTION { <1 }  
**MOTION: THAT THE MEETING BE ADJOURNED.**  
{Estimated total duration 141 minutes}